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no. 61-153  
June 1961

City manager

Richmond

SUBJECT

Richmond, California  
OFFICE OF THE CITY MANAGER

PLEASE REFER TO

1961 Workable  
Program

OFFICE MEMO NO.

61-153

June 1, 1961

TO: All Departments

Transmitted herewith is the City's first mid-year progress report on its 1961 Workable Program goals. A second mid-year report will be published on October 1, 1961.

The purpose of establishing this mid-year system of reporting is to keep before each of you the commitments made by the City under this program. In this way it is hoped that every effort possible will be made to complete all of the goals established by the end of 1961, at which point our City must apply for recertification of its Program.

The June 1, progress report is as follows:

Goal	Date Due	Unit of Prime Responsibility
1. Adopt 1961 version of Uniform Building Code	July, 1961	Dept. of Pub. Wks., Bldg. Reg. Div.

A draft of an enabling ordinance has been prepared, submitted to and cleared by the City Attorney's Office as to form, and is now being prepared for submittal to the City Council for approval. This draft contains detailed amendments to the \*1961 Edition of the Uniform Building Code adapting it to local use and will accomplish adoption of this document by reference. \*See footnote.

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\*Work had proceeded along the lines of adopting the 1958 Edition of the Uniform Building Code and the 1956 Edition of the National Electrical Code with the Enabling Ordinances complete; however, with publication of the 1961 Edition of the Uniform Building Code and the 1958 Edition of the National Electrical Code occurring earlier than anticipated, these efforts were discarded and the Enabling Ordinances were prepared for the new editions of these documents.



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BERKELEY, CA 94720

1961 Yearbook  
Program

June 1, 1961

Mr. Alf Deppen

Enclosed herewith is the State's first mid-year progress report on the 1961 Yearbook Program. A second mid-year report will be submitted on October 1, 1961.

The purpose of establishing this mid-year system of reporting is to keep before each of you the commitments made by the State under this program. In this way it is hoped that every effort possible will be made to complete all of the goals established by the end of 1961, at which point our City must apply for reclassification of the program.

The June 1, progress report is as follows:

Goal	Date	Unit of Program	Responsibility
1. Adopt 1961 version of Uniform Building Code	July 1, 1961	Dept. of Public Works	Mr. [Name]

A draft of an ordinance has been prepared, submitted to and cleared by the City Attorney's Office as to form, and is now being prepared for submission to the City Council for approval. This draft contains detailed amendments to the 1958 Uniform Building Code adapting it to local use and will accomplish adoption of this document by reference. \*See enclosure.

Work has proceeded along the lines of adopting the 1958 Uniform Building Code and the 1958 edition of the National Electrical Code with the Building Ordinance complete; however, with publication of the 1961 edition of the Uniform Building Code and the 1961 edition of the National Electrical Code occurring earlier than anticipated, these efforts were discarded and the Building Ordinance was prepared for the new editions of these documents.



Goal	Date Due	Unit of Prime Responsibility
2. Adopt 1959 version of National Electrical Code	July, 1961	Dept. of Pub. Wks., Bldg. Reg. Div.

A draft of an ordinance which codifies the \*1959 Edition of the National Electrical Code and the existing City Electrical Code (as amended) has been prepared, submitted to and cleared by the City Attorney's Office as to form, and is now being prepared for submittal to the City Council for approval. \*See footnote on Page 1.

Note: Prior to Council approval the above proposed codes will be transmitted to all interested persons in these two fields (building and electrical) for study prior to adoption.

3. Adopt new Health Code	July, 1961	Dept. of Health
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This model code has been completed in draft form, passed through various appropriate City departments for review and recommendations, and is currently in the City Attorney's Office for review as to form prior to submittal to the City Council for approval.

4. Revise Housing Code	April, 1961	Conservation Unit
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COMPLETE. Code amended by Ordinance No. 1702 adopted March 20, 1961, to include (1) change in methods of service of notices, and (2) number of members necessary to constitute a quorum of the Housing Advisory and Appeals Board.

5. City Beautification Program (Including landscaped approaches to City, and revising where necessary community improvement objectives of weed abatement, sidewalk improvement, fire zone and house moving regulations.)	City Manager
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City Council action authorized establishment of Mayor's Committee on January 9, 1961. Committee established with a membership of 22 people representing all phases of community. Programs on which the Committee has worked, and is working, are: Clean-up Week; Tree Planting Program; Billboard Control; Fence Control and Junkyard Control; Work-relief Program; Right of Way Landscaping; and other programs as assigned by Council or adopted by the Committee on its own motion.







Goal	Date Due	Unit of Prime Responsibility
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6. Complete revision of 1961-67  
Public Improvements Program

July, 1961 City Manager

The Capital Improvements Program Workbook, covering the 6-year period from 1961 through 1967, was completed and distributed to the City Council and other interested citizens in March, 1961. The Planning Commission has reviewed the program and adopted priority recommendations as to those projects affecting or concerning the General Plan on May 4, 1961. The City Manager will consider the departmental capital improvement recommendations for the fiscal year 1961-62 at the same time that he reviews departmental budget requests for that year, incorporating his recommended priorities for capital improvements to be undertaken within that period in his budget recommendations for the 1961-62 fiscal year.

7. Revise Zoning Ordinance where  
necessary.

Planning Dept.

Two important amendments to the text of the Zoning Ordinance have been adopted. One creates a series of districts with substantially larger minimum lot area than formerly existed. Larger lot regulations are essential to carry out the objectives of the Wildcat Canyon Master Plan and effectively administer subdivision approval on steeply sloping areas of the City. The second amendment requires the installation of solid fencing around outdoor storage in commercial zones and establishes a Standard Richmond Fence, which is necessary to meet the requirements for screening storage areas in commercial and industrial districts. This latter amendment was coordinated with the revision of the Junkyard Ordinance as a step to overcome the offensive appearance of junkyards, auto wrecking yards, and other storage areas.

A number of amendments to the Zoning Map were made, five of which were significant in furthering the objectives of the General Plan. Larger minimum lot size districts were created in Wildcat Canyon and on adjacent hillside areas. A high-rise multiple family site was designated in an appropriate location in Wildcat Canyon. Several small parcels of strip commercial zoning were changed to residential zoning along a Freeway frontage road, and



June 1, 1961

Chief

Mr.

Office of Planning  
Responsibilities

Complete revision of 1961  
Public Improvement Program

July 1, 1961 City Manager

The Capital Improvement Program, covering the 6-year period from 1961 through 1966, was completed and distributed to the City Council and other interested citizens in March, 1961. The Planning Commission has reviewed the program and adopted priority recommendations as to those projects affecting or concerning the General Plan on May 4, 1961. The City Manager will consider the departmental capital improvement recommendations for the fiscal year 1961-62 at the same time that he reviews the departmental budget requests for that year, incorporating the recommended priorities for capital improvements to be undertaken within that period in his budget recommendations for the 1961-62 fiscal year.

2. Review of Ordinance where necessary.

Planning Dept.

Two important amendments to the text of the Ordinance have been adopted. One creates a series of districts with substantially larger minimum lot areas than formerly existed. Larger lot regulations are essential to carry out the objectives of the Western Canyon Master Plan and effectively administer subdivision approval on steeply sloping areas of the City. The second amendment requires the installation of solid fencing around outdoor storage in commercial zones and establishes a Standard Richmond Fence, which is required to meet the requirements for residential storage areas in commercial and industrial districts. This latter amendment was coordinated with the revision of the Junkyard Ordinance as a step to overcome the offensive appearance of junkyards, auto-wrecking yards, and other storage areas.

A number of amendments to the Zoning Map were made, of which were significant in furthering the objectives of the General Plan. Larger minimum lot areas were created in the Western Canyon and an adjacent industrial area. A high-rise multiple-family area was designated in an appropriate location in the Western Canyon. Several small parcels of strip commercial zoning were changed to residential zoning along a freeway frontage road, and



Goal	Date Due	Unit of Prime Responsibility
7. Revise Zoning Ordinance where necessary. (Continued)		Planning Dept.
the Boorman Neighborhood was rezoned from R-2 to R-1 to halt further construction of low quality fourplexes and to permit completion of a comprehensive study of the neighborhood. Two additional amendments to the text of the Ordinance have been approved or are nearing approval by the Planning Commission and will shortly be considered by the City Council.		
8. Review subdivision regulation	January, 1961	Planning Dept.
An important amendment was made to the Subdivision Ordinance to require the filing of a preliminary soils and geological investigation with tentative subdivision maps for areas which may be affected by unstable soils. This was an essential step to guard against the possibility of permitting the creation of certain blighting conditions in new subdivision areas. This amendment was also coordinated with the requirements of a Grading Ordinance, which was adopted by the City Council. This latter Ordinance will also help guard against certain blighting activities in various parts of the City.		
9. Complete review and revision of General Plan	September, 1961	Planning Dept.
Substantial progress has been made on review of major elements of the General Plan, including studies on population, land use, thoroughfares, parks and recreation goals. The Planning Commission has had several study sessions devoted to these subjects. A Subcommittee of the Commission to develop a statement of community goals has been named and has had its first meeting. A joint statement by the Recreation and Parks and Planning Commissions of Principles and Standards for the development of a Recreation and Parks Plan has been approved for community discussion. Staff studies of 1960 Census data have been made, projections of population to be expected have been made, and a study of population density is underway. The staff has participated in studies with the City-County Thoroughfare needs in the next 10 years in the planning area.		



June 1, 1961

Order

Date

Unit of Prime  
Responsibility

V. Review of Planning Ordinance where necessary (Continued)

Planning Dept.

The Boardman Neighborhood was rezoned from R-2 to R-1 to permit further construction of low quality duplexes and to permit completion of a comprehensive study of the neighborhood. Two additional amendments to the text of the Ordinance have been approved or are nearing approval by the Planning Commission and will shortly be considered by the City Council.

Review and Revision of Ordinance

January, 1961

Planning Dept.

An important amendment was made to the Ordinance on Ordinance to require the filing of a preliminary subdivision map for areas which may be affected by unstable soils. This was an essential step to guard against the possibility of permitting the creation of certain blighting conditions in new subdivision areas. This amendment was also coordinated with the requirements of a Grading Ordinance which was adopted by the City Council. This latter Ordinance will also help guard against certain blighting activities in various parts of the City.

Complete review and revision of General Plan

September, 1961

Planning Dept.

Substantial progress has been made on review of major elements of the General Plan, including studies on population, land use, transportation, parks and recreation goals. The Planning Commission has had several study sessions devoted to these subjects. A Subcommittee of the Commission to develop a statement of community goals has been named and has had its first meeting. A joint statement by the Recreation and Parks and Planning Commissions of Principles and Standards for the development of a Recreation and Parks Plan has been approved for community discussion. Staff studies of 1960 Census data have been made, projections of population to be expected have been made, and a study of population density is underway. The staff has participated in studies with the City-County Thoroughfare needs in the next 10 years in the planning area.



Goal	Date Due	Unit of Prime Responsibility
10. Prepare Community Renewal Plan	April, 1961	Planning Dept.
Completion of an application for a Federal Grant to assist in the preparation of a Community Renewal Plan is imminent. Preparation of the Work Program and Budget Outline, which are the major elements of the application, have been drafted by the Planning Department staff and reviewed by representatives of the HHFA. Final revisions are in process. It is anticipated that the application will be presented to the City Council for approval about June 12. If the proposed grant is favorably considered it will result in a substantial speed-up in several essential studies and result in actual cash savings to the City in carrying out certain urban renewal studies that would have to be done in the normal course of City urban renewal operations.		
11. Integrate the General Plan of Richmond with adjoining cities		Planning Dept.
Staff study and consultation between Richmond and adjoining cities has preceded as a preliminary to more formal consideration of this subject. General Plan studies, including those of population and thoroughfares, have involved close liaison with the staffs of these cities.		
12. Complete neighborhood analysis study	December, 1961	Planning Dept.
The Work Program schedules major emphasis on this study during the second half of this year. Work is already underway in accordance with this schedule.		
13. Study ways of improving renewal related administrative structure	November, 1961	City Manager
No action at this date. Item scheduled for November, 1961.		







Goal	Date Due	Unit of Prime Responsibility
14. Work with adjoining units of government solving mutual renewal matters	May, 1961	City Manager
Close working relationship has been established with the County's Urban Renewal Program and with the programs of adjoining Bay Area cities. Also, close relationship has been established by Richmond with the other cities of the State in view of membership on the League of California Cities Urban Renewal Committee.		
15. Explore possibilities of developing census tract units for cost accounting purposes	May, 1961	City Manager
The perfection of this idea will have to be developed to 1962, awaiting the completion of additional census information.		
16. Explore possibilities of putting housing regulations on self-sustaining or special charge basis	October, 1961	City Manager
No action at this date. Item scheduled for November, 1961.		
17. Evaluate effectiveness of renewal inspection program	April, 1961	Dept. of Pub. Wks. Bldg. Reg. Div.
In accordance with the policy outlined on Pages 11A and 12A, of the City's 1961 Program for Community Improvement (Workable Program) the effectiveness of the renewal inspection program is progressing and being maintained at a satisfactory level.		







Goal	Date Due	Unit of Prime Responsibility
18. Continue to seek involvement of private resources assisting public renewal actions		CURAC
(a) CURAC has obtained financing for its latest brochure from Montgomery Ward and Company.		
(b) Committee asked for information concerning building permits and industrial development in south and west Richmond in order to possibly broaden the coverage of this goal.		
19. Establish procedures with all public relations related to relocation responsibilities.	November, 1961	Redevelopment Agency
No progress made due to resignation of Relocation Supervisor and consequent doubled workload on remaining staff. Work on this goal will be pursued as soon as new Relocation Supervisor is appointed.		
20. Pursue renewal publicity program involving Bay Area radio and TV coverage.	June, 1961	CURAC
Had initial conversation and report from Mr. John Hirten, Director of Planning and Urban Renewal Association in San Francisco, with the hope that a coordinated Bay Area publicity coverage can be obtained.		
21. Prepare and distribute brochure on kinds of home improvements allowable without increase in taxes.	March, 1961	CURAC
<u>COMPLETED.</u> Brochure prepared by C.U.R.A.C. Pamphlet printed at no cost to City of Richmond through courtesy of Montgomery Ward and Company. 21,000 copies of this publication will be distributed in May with bank statements through the Richmond Clearing House Association.		



June 1, 1941

Goal	Date	Unit of Responsibility
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CURAC

18. Continue to seek investment of private resources assisting public renewal actions

- (a) CURAC has obtained financing for its latest year share from Montgomery Ward and Company.
- (b) Committee asked for information concerning public and private and industrial development in south and west Richmond in order to possibly broaden the coverage of this goal.

19. Establish procedures with all public relations related to relocation responsibilities.

No progress made due to resignation of Relocation Supervisor and consequent depleted workload of remaining staff. Work on this goal will be pursued as soon as new Relocation Supervisor is appointed.

20. Increase renewal publicity program involving Bay Area radio and TV coverage.

Had initial conversation and report from Mr. John Hinton, Director of Planning and Urban Development Association in San Francisco, with the hope that a coordinated Bay Area publicity campaign can be planned.

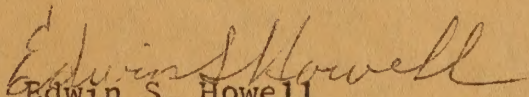
21. Prepare and distribute brochure on kinds of home improvement which allowable without increase in taxes.

COMPLETED. Brochure prepared by C. U. R. A. C. Prepared at no cost to City of Richmond through courtesy of Montgomery Ward and Company. 21,000 copies of this publication will be distributed in May with pamphlets through the Richmond Cleaning House Association.



June 1, 1961

Goal	Date Due	Unit of Prime Responsibility
22. Continue to study efforts to enhance an accelerated renewal program.		CURAC
Supporting the efforts of the City Council in its co-operation with President Kennedy's message.		
23. Form ADHOC Committee		CURAC
Appointed an ADHOC Committee of 21 members; will continue to study ways of involving these members in work of C.U.R.A.C.		
24. Continue to recruit new members for Citizens' Urban Renewal Committee in keeping with high levels of public service objectives.		CURAC
One (1) new member, Mrs. Fay Law, has been added to the Committee since March 1, 1961, and one (1) charter member, Mr. Ray Carter, has resigned. An effort is being made to add a representative of labor to the Committee.		

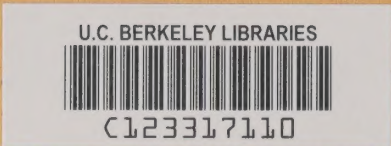
  
Edwin S. Howell  
City Manager

ESH:mc-3

cc: Members of the City Council  
Members of the Redevelopment Agency  
Members of the Planning Commission  
Members of the Urban Renewal Committee  
Chamber of Commerce  
Welfare Council  
Board of Realtors



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June 1961



Supporting the efforts of the City Council in its co-  
operation with President Kennedy's message.

22. Continue to study efforts to  
enhance an accelerated renewal  
program.

appointed an Urban Renewal Committee of 11 members. Will continue  
to study ways of involving these members in work of  
C.U.R.A.C.

23. Continue to recruit new members  
for Citizens' Urban Renewal  
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One (1) new member, Mrs. Ray Law, has been added to the  
Committee since March 1, 1961, and one (1) member  
member, Mr. Ray Carter, has resigned. An effort is  
being made to add a representative of labor to the  
Committee.

Edwin J. Howell  
City Manager

24. Members of the City Council  
Members of the Redevelopment Agency  
Members of the Planning Commission  
Members of the Urban Renewal Committee  
Chairman of Committee  
Mayor's Council  
Board of Realtors